



The Plain Talk Team

Service Request Form

If you have a document for the Plain Talk Team, please fill out this form and mail it to Bari Schreiner, Rules Unit, Headquarters Building, or e-mail to bsch461@ecy.wa.gov (a signed copy must follow). She will then contact you to discuss the project. For workload management purposes a Section Supervisor must approve this request.

Program Name: _____ Office Location: _____

Contact Name: _____

Phone: _____ Email: _____

Please describe the subject and format (report; Q&A, etc.) of your document:

Is your document only used at your office? ☐ Yes ☐ No

If no, please explain:

Will this document require translation services? ☐ Yes ☐ No

Due date (when you need the final document): _____

Staff signature Date

Section Supervisor signature Date